INTERNATIONAL SEABED AUTHORITY

ISBA

Assembly

Council

Distr.
GENERAL

ISBA/3/A/5*
ISBA/3/C/5*
12 August 1997

ORIGINAL: ENGLISH

INTERNATIONAL SEABED AUTHORITY
Resumed third session
Kingston, Jamaica
18-29 August 1997

PROPOSED BUDGET FOR THE INTERNATIONAL SEABED AUTHORITY FOR 1998

Report of the Secretary-General

A. Introduction

1. The proposed budget of the Authority for 1998 reflects the evolutionary approach endorsed by the Assembly of the Authority. The number of new posts in the Secretariat reflect the three-year phasing-in scheme. The workshops and seminars which were deferred last year until 1998 are now reflected in this budget. Following standard practice, the budget for 1998 provides for a working capital fund. In preparing the proposed budget, fiscal austerity and financial responsibility have been borne in mind consistent with the functions that are to be performed by the Authority as it proceeds in its functional phase. This will be the first budget that is to be financed by assessed contributions of members of the Authority. The scale of assessments for this purpose will be based on the United Nations scale.

2. It is to be added that the budget of the Authority for 1997 was funded through the budget of the United Nations, in accordance with General Assembly resolution 48/263 of 28 July 1994 and the provisions of paragraph 14, section 1, of the Annex to the Implementation Agreement. The budget of the Authority for 1998 is to be financed by the assessed contributions of its members.

3. It will be recalled that 1997 was the first year in the functional phase of the International Seabed Authority. In preparing the proposed budget of the Authority for 1997, the Secretary-General had carried out a thorough and careful

---

* Reissued for technical reasons.

examination of the functions of the Secretariat as specified in Part XI of the Convention and the Implementing Agreement.

4. Following consultations with the members of the Authority, the Secretary-General proposed to adopt an evolutionary approach in performing the required tasks in the beginning of the functional phase. This meant deferment of certain activities, including two expert group workshops/seminars for the purpose of elaborating upon certain aspects of the mining code, and phasing in posts over three years starting with 30 posts (15 Professional and 15 General Service) in 1997, rising to 39 posts (18 Professional and 15 General Service) in 1998, and culminating in 44 posts (20 Professional and 24 General Service) in 1999. This was done in order to reduce the cost to the United Nations, which funded the budget of the Authority during its first year, while at the same time ensuring that the Authority had the minimum capacity to perform its functions.

5. The Finance Committee undertook a thorough review of the revised proposals and recommended to the Council the endorsement of the evolutionary approach (ISBA/A/12-ISBA/C/7). The Committee also recommended the adoption of the revised budget, with a further reduction of $100,000, thus amounting to $4,150,000. The Council and the Assembly subsequently adopted the recommendations of the Finance Committee (ISBA/A/14).

B. Summary of 1998 budget proposal

6. The Secretary-General estimates that the budgetary requirements of the Authority for 1998 will be in the amount of $5,375,200, comprising $3,589,100 for the administrative expenses and $1,786,100 for the conference-servicing costs of the Authority. The increase of $838,600 in 1998 for the requirements for the administrative expenses is mainly attributable to the full costing for salaries and common staff costs of the 30 posts authorized in 1997 (an increase of $631,400 or 41.4 per cent over the 1997 provision of $1,526,900). In this regard it will be recalled that 10 (9 Professional and 1 General Service) of the 30 posts authorized in 1997 were funded at 50 per cent for the Professional posts and above and 65 per cent for the General Service posts.

7. As provided for in the evolutionary approach contained in document ISBA/A/9/Add.1, the budget estimates for 1998 include an amount of $256,400 for nine additional posts (four Professional and five General Service) costed at 50 per cent and 65 per cent respectively. This will bring the total number of posts to 39. A description of the functions of the nine additional posts is provided in annex III to the present report.

8. During 1998, it is proposed to convene two of the three expert group workshops/seminars that were deferred in 1997. These workshops will be convened with the objective of:

(a) Assisting the Authority in the development of guidelines for the control of the environmental impacts of seabed mining (acquisition of baseline data, monitoring of the activities of contractors in the Area and reporting on these efforts);

(b) Assisting the Authority in determining the progress made in the development of deep seabed mining technology and identifying, as appropriate, the most efficient and cost-effective system for this purpose.

9. A new budget item, training and retraining, has been introduced in the 1998 budget, based on the Secretariat's experience in 1997. For example, during 1997, the Authority was obligated to send certain staff members for training/ retraining in, inter alia, personnel administration, matters relating to the Authority's participation in the United Nations Joint Staff Pension Fund and training in the use of various software packages such as MapInfo Professional V 4.1. In addition, in his report to the Secretary-General of the International Seabed Authority, the United Nations Security Coordinator pointed out the need for the Authority's security officers to undertake periodic training at United Nations Headquarters. A provision of $10,000 has been made under this budget line in the 1998 budget for such requirements.

10. Since 1998 is the first year in which the administrative expenses of the Authority are to be met through the assessed contributions of member States and that, as of 1 January 1998, the Authority would not have access to any funds other than contributions from member States, it is therefore proposed that the Authority establish a working capital fund. This follows standard practice. For this purpose provision has been made for a fund equivalent to one twelfth of the total resource requirements for 1998. This is reflected in annex I to the present report as a separate item from the budget. The scale of assessments for the fund would be the same as for the regular budget of the Authority.

C. Activities for 1998 and resource requirements

11. The Secretariat will continue to provide the services that facilitate the deliberations of the representatives of members of the Authority in the Assembly and the Council as well as the members of the Legal and Technical Commission and the Finance Committee. The work of the Secretariat is carried out by the staff of the Authority, who bring their technical expertise into the integrated approach called for in relation to the administration of the resources of the deep seabed. The main functions of the Secretariat include:

(a) Preparing and submitting reports and other documents, analysis, research findings, policy suggestions and recommendations, etc.;

(b) Providing Secretariat services to the Assembly, the Council, the Legal and Technical Commission and the Finance Committee; providing information and advice to the bureaux of these organs and bodies and to delegations; and assisting in planning the work of the sessions, in the conduct of the proceedings and in drafting reports;

(c) Providing meeting services (including interpretation, translation, document reproduction services and press releases);

(d) Producing publications, information bulletins and analytical studies;

(e) Organizing expert group meetings, seminars and workshops;

(f) Disseminating information on the Authority's activities and decisions;

(g) Programme planning and allocating resources for the effective, economic and efficient performance of the services and functions of the Secretariat.

12. The functions of the four organizational units of the Secretariat indicated below reflect the distribution of the responsibilities enumerated above. An organization chart of the Secretariat is provided in annex II to the present report.

Office of the Secretary-General

13. The functions of the Office of the Secretary-General are:

(a) To assist the Secretary-General in the implementation of general policy and executive direction over the Secretariat;

(b) To coordinate the work of the Secretariat;

(c) To be responsible for the external relations of the Authority;

(d) To be responsible for protocol matters, liaison and representation, organization of official ceremonies and similar functions;

(e) To maintain up-to-date lists of permanent representatives and other persons accredited to the Authority, issue official identification passes and notify the host Government of arrivals and departures of representatives, including their family members and household staff accredited to the Authority;

(f) To coordinate with the office responsible for Conference Services of the United Nations on the conference-servicing (pre-session, in-session and post-session) requirements of the Authority;

(g) To ensure the timely preparation, translation, printing and distribution of official documentation.

14. In 1997, the Office of the Secretary-General had an authorized staffing level of five posts. It is proposed to regularize the temporary redeployment of one P-3 (for a Research/Personal Assistant) post to this Office from the Office of Administration and Management. Two additional posts, one P-2 and one General Service (for a Registry Clerk), are proposed for 1998, bringing the total to eight posts. The P-2 post would be for a Meetings and Documentation Officer.

Summary of post requirements: Office of the Secretary-General

	1997 Established posts	1997 Redeploy-ments	1998 New	1998 Total
Professional category and above				
Secretary-General	1			1
P-5	1			1
P-3	1	1		2
P-2			1	1
Total	3	1	1	5
General Service				
LL	2		1	3
Total	2		1	3
Grand total	5	1	2	8

Office of Legal Affairs

15. The work of the Office of Legal Affairs falls into four main categories:

(a) Provision of secretariat services to the organs of the Authority;

(b) Provision of legal advice relating to the substantive work of the Authority;

(c) Provision of general legal services to the Authority;

(d) Library and publication services.

16. In 1998, the Office of Legal Affairs will be responsible for the following functions:

(a) Providing secretariat services to the organs of the Authority, including drafting of rules of procedure for the Legal and Technical Commission and the Finance Committee;

(b) Preparation of rules, regulations and procedures for the conduct of activities in the Area;

(c) Processing applications for approval of plans of work for exploration in the form of a contract, and in particular assisting pioneer investors and potential applicants in submitting requests and applications in accordance with the rules, regulations and procedures;

(d) Formulation of model terms of contracts and drafting of exploration contracts for approval by the Legal and Technical Commission and the Council;

(e) Assisting in the implementation of those decisions of the Preparatory Commission having legal implications;

(f) Provision of general legal services to the Secretariat and advising the Secretary-General as required on questions of public and private international law, domestic law and administrative law, including interpretation and application of the financial, personnel and pension rules of the Authority;

(g) Drafting and negotiation of an agreement between the Authority and the Government of Jamaica relating to the headquarters of the Authority;

(h) Drafting of a protocol on the privileges and immunities of the Authority and assisting the Assembly in its consideration of the draft protocol;

(i) Developing suitable arrangements for consultation and cooperation with international and non-governmental organizations, including drafting and negotiation of relationship agreements as appropriate;

(j) Advising on matters relating to the privileges and immunities of the staff of the Authority, permanent representatives to the Authority and the representatives of members of the Authority;

(k) Maintaining liaison on legal matters between the Authority and the United Nations, specialized agencies and other organizations;

(l) Monitoring developments relating to the establishment of the Commission on the Limits of the Continental Shelf and the International Tribunal for the Law of the Sea;

(m) Monitoring developments in international law relating to marine scientific research in the Area, marine pollution and the protection and preservation of the marine environment;

(n) Representing the Secretary-General in judicial proceedings or other procedures for the settlement of disputes;

(o) Developing and maintaining a library of legal and technical materials relevant to the work of the Authority and supervising the publication of reports, studies and information by the Authority.

17. The Office of Legal Affairs was provided with five posts in 1997. In order to carry out its functions for 1998, it is proposed to provide the Office with six posts (one D-1, one P-5, one P-4, one P-2 (new post) and two General Service). The additional post proposed is for a librarian, who would take

responsibility for the official publications of the Authority as well as the development and maintenance of a library of legal and technical materials relevant to the work of the Authority. In addition, it should be noted that provision is made in the administrative costs budget for acquisition of resource materials for the library.

Summary of post requirements: Office of Legal Affairs

	1997 Established posts	1997 Redeploy-ments	1998 New	1998 Total
Professional category and above				
D-1	1			1
P-5	1			1
P-4	1			1
P-2			1	1
Total	3		1	4
General Service				
LL	2			2
Total	2			2
Grand total	5		1	6

Office of Resources and Environmental Monitoring

18. The work of the Office of Resources and Environmental Monitoring falls into the following categories:

(a) Provision of secretariat services to the organs of the Authority;

(b) Provision of economic, technical and scientific inputs in the preparation of and monitoring compliance with the rules, regulations and procedures for the conduct of activities in the Area;

(c) Implementation of the decisions of the Preparatory Commission relating to the registered pioneer investors and their certifying States;

(d) Development and maintenance of the information technology facilities of the Authority (local area network (LAN) to support the basic data-processing needs of the Authority and provide for the central data repository;

(e) Development and maintenance of a central data repository of resources of the international seabed area;

(f) Supporting the environmental monitoring programme of the Authority;

(g) Promotion and encouragement of the conduct of marine scientific research with respect to activities in the Area;

(h) Monitoring trends and developments relating to deep seabed mining activities, including world metal market conditions;

(i) Assessment of the available data relating to prospecting and exploration for polymetallic nodules of the Area, including areas reserved for the Authority.

19. In 1998, the Office of Resources and Environmental Monitoring will be responsible for the following functions:

(a) Providing secretariat services to the organs of the Authority;

(b) Providing inputs of an economic, technical and scientific nature in the preparation of rules, regulations and procedures for the conduct of activities in the Area as they progress;

(c) Assisting in the implementation of those decisions of the Preparatory Commission that are yet to be concluded, such as the relinquishment of areas, training and the provision of data and information;

(d) Preparing for and convening a workshop to assist the Authority in the development of guidelines for the control of the environmental impacts of seabed mining (acquisition of baseline data, monitoring the activities of contractors and others in the Area including the format for the information and data to be reported within the framework of the Authority's monitoring programme) consistent with the draft regulations contained in the mining code;

(e) Preparing for and convening a workshop to assist the Authority in determining the progress in the development of mining technology and identifying the most efficient and cost-effective system for this purpose;

(f) Developing a database to support the environmental monitoring programme of the Authority and allow for the assessment and prediction of the environmental impact of activities in the Area;

(g) Analysing and preparing reports on the conduct of marine scientific research with respect to activities in the Area, in particular, exploration activities and long-term studies to advance current understanding of environmental prediction for deep seabed mining which will require long-term data acquisition;

(h) Continuing the development of POLYDAT, the central data repository on polymetallic nodule resources in the Area;

(i) Updating and expanding the existing mineral database on production, consumption, trade, prices and cost of production of the metals that might be extracted from deep seabed minerals for input into resource assessments of polymetallic nodules.

20. The Office of Resources and Environmental Monitoring was provided with seven posts in 1997. In order to carry out its functions in 1998, it is proposed to provide the Office with nine posts (one D-1, one P-5, two P-4, one P-3 and four General Service). The additional P-3 post would provide for a Marine Science Officer. The additional General Service post would provide assistance to the Information Technology Officer in the maintenance and continued development of the Information Technology System as well as in the establishment of the environmental and minerals databases.

Summary of post requirements: Office of Resources and Environmental Monitoring

	1997 Established posts	1997 Redeployments	1998 New	1998 Total
Professional category and above				
D-1	1			1
P-5	1			1
P-4	2			2
P-3			1	1
Total	4			5
General Service				
LL	3		1	4
Total	3		2	4
Grand total	7		3	9

Office of Administration and Management

21. In 1998, the Office of Administration and Management will continue to provide general administrative and management support to the Authority. It will pursue its work in the establishment and implementation of the Authority's financial management and control mechanisms, the Authority's staff regulations and rules and other internal administrative policies and procedures. It will continue to assist the Finance Committee as required, and will also assist, as

appropriate, the Council and the Assembly in their consideration of financial and budgetary matters.

22. The work of the Office in 1998 will include:

(a) The preparation of proposed budgets, revised estimates and performance reports; issuance of expenditure authorizations and staffing tables; review and monitoring of expenditures; maintaining vacancy and financial data; developing and maintaining parameters for costing proposed budgets;

(b) Assessment of contributions of member States; processing of assessed and voluntary contributions and monitoring the status thereof as well as preparing monthly reports on status of contributions;

(c) Administration of bank accounts and reconciliation of monthly bank statements; daily monitoring of interest rates for short-term investments; planning for monthly cash requirements and investing funds for periods of up to one year; cash management; receiving and recording all payments; effecting all disbursements and maintaining liaison with banks; processing of financial and accounting documents; recording the collection of monies and other receivables due the Authority; production of financial statements and monthly allotment reports; recording and preparation of consolidated statements of income and expenditure; maintenance of accounts and preparation of reports;

(d) Effecting payment of salaries and related allowances and other benefits to staff and consultants; processing income tax reimbursements, as required; preparation of reports and statements of earnings, including annual United Nations Joint Staff Pension Fund reports and schedules; processing payments to vendors and other contractors; and processing travel claims;

(e) Recruitment of Professional as well as General Service staff; preparation of vacancy announcements and advertisements; interviewing candidates in cooperation with concerned offices; presentation of recommendations for recruitment of candidates to the appointment and promotion bodies, as applicable; arranging for releases and visas; and making arrangements for travel when appropriate;

(f) Short-term recruitment of staff for conferences and for other requirements;

(g) Recruitment of consultants and individual contractors;

(h) Personnel administration of staff in accordance with applicable regulations and rules; initial offers of appointments and extensions; review of contractual status of staff; counselling on personnel problems; compliance with the code of conduct for international civil servants; identification of potential problems between management and staff and contributing to their resolution; contributing to the development and revision of personnel policies in the light of experience in their application;

(i) Determination of eligibility for benefits and allowances in accordance with applicable regulations and rules;

(j) Coordination with other organizations of the common system on policies and procedures regarding salaries, pensions, allowances and other entitlements;

(k) Negotiation, preparation and administration of contracts for the procurement of supplies, equipment, contractual services, external printing and binding services; presentation of cases to the Contracts Committee, as applicable; development and maintenance of a computerized roster of vendors and completed purchase orders; and processing and expediting acquisitions, bids, purchase orders and invoices;

(l) Processing of travel documents and visa applications, customs clearances and travel transactions for staff members of the Authority;

(m) Arrangements for incoming and outgoing shipments of household goods and personal effects of staff members; monitoring of shipments by forwarders; customs clearances; filing and settlement of insurance claims; provision of stores and control services for expendable supplies; preparation, receiving and inspection of reports; management and operation of official vehicles; and provision of local transportation of mail and pouch items between the Secretariat of the Authority and other organizations;

(n) Supervision of contractual arrangements for rented premises; property management for non-expendable equipment; information and reception services including handling telephone requests for information by the public, diplomatic mission personnel and staff; mail operations services; and provision of guidelines on space standards and development of plans for future requirements;

(o) Coordination with the relevant local authorities on security and safety matters as well as with the local offices of other international organizations and with the common system Security Coordinator located at United Nations Headquarters in New York. Of particular focus will be the security and safety of the premises of the Authority, staff members, delegates and other visitors including visiting dignitaries to the Secretariat and conference complex.

23. In 1997, the Office of Administration and Management was provided with 13 posts (1 P-5, 4 P-3 and 8 General Service). One P-3 post was temporarily redeployed to the Office of the Secretary-General.

24. Owing to the need to provide the Secretariat with an additional Security Officer (from one to two officers) and an additional Driver/Clerk (from one to two Drivers/Clerks), the recruitment of a Budget/Treasury Assistant and a Finance Clerk had to be postponed to 1998.

25. For 1998, it is proposed to provide the Office with 16 posts (1 P-5, 3 P-3, 1 P-2 and 11 General Service). This includes the regularization of the redeployment of one P-3 post to the Office of the Secretary-General and the provision of four new posts (one P-2 for a Security Coordinator and three General Service for a Budget/Treasury Assistant, a Finance Clerk and a Buildings Management Clerk). The Secretary-General is mindful of the seemingly high number of posts required for this Office in relation to the other organizational units. This ensues from two factors, namely, the relatively small number of

posts required in the substantive areas during this start-up phase in the work of the Authority on the one hand and, on the other, the need to provide the organization with the basic administrative and management capability as an autonomous and independent organization which can no longer call upon the institutional services previously provided by the United Nations. Moreover, common services requirements for drivers, security, buildings management and procurement personnel make it difficult for them to be placed elsewhere.

Summary of post requirements: Office of Administration and Management

	1997 Established posts	1997 Redeploy-ments	1998 New	1998 Total
Professional category and above				
P-5	1			1
P-3	4	(1)		3
P-2			1	1
Total	5	(1)	1	5
General Service				
LL	8		3	11
Total	8		3	11
Grand total	13	(1)	4	16

Resource requirements

26. In addition to requirements for posts and common staff costs ($2,414,800), non-post resources in the estimated amount of $1,174,300 would also be required for the administrative expenses of the Secretariat. This includes a provision for the space requirements for the Authority in Jamaica.

27. The amount of $1,786,100 would provide for the reimbursement of conference-servicing costs to the United Nations.

28. The total resource requirement of the Authority in 1998 is estimated at $5,375,200, comprising $3,589,100 for the administrative expenses of the Secretariat and $1,786,100 for the conference-servicing costs of the Authority.

29. To ensure the financial viability of the Authority the Secretary-General recommended the establishment of a working capital fund to be funded at a level equivalent to one twelfth the total resource requirements for 1998. Annex I to

the present report provides a summary of the total resource requirement of the Authority in 1998 and the suggested level of the working capital fund.

30. It is proposed that a contingency fund be established. This is standard practice to deal with certain expenses which are anticipated but cannot currently be predicted. For example, the work of a number of jointly financed activities in the United Nations common system such as the International Civil Service Commission (ICSC), the Consultative Committee on Administrative Questions (CCAQ) (a subsidiary body of the Administrative Committee on Coordination (ACC)) and the United Nations Office of the Security Coordinator have a bearing on the Authority. In the case of ICSC, this relates to the system of remuneration. As regards CCAQ, this relates, among other things, to an inter-organizational agreement on personnel matters. The United Nations Office of the Security Coordinator formulates detailed recommendations aimed at ensuring the safety and security of staff members and eligible family members of the entire United Nations system and is responsible for coordinating, planning and implementing inter-agency security and safety programmes and for acting as the focal point for inter-agency cooperation. It provides, inter alia, life insurance coverage related to malicious acts for hazardous duty stations. The Authority's share in the cost of these activities, in the event of such a participation in 1998, cannot be determined at present. Consequently, it is recommended that any funds required for participation in the work of these bodies should be charged to the contingency fund.

D. Actions to be taken by the Assembly

31. The Assembly may wish to decide:

(a) To approve the activities for 1998 and the estimated budgetary requirements, including 39 posts (1 Secretary-General, 2 D-1, 4 P-5, 3 P-4, 6 P-3, 3 P-2 and 20 General Service) in the amount of $5,375,200 as proposed by the Secretary-General for 1998;

(b) To approve the establishment of a Working Capital Fund and to set its level at $447,900;

(c) To request the members of the Authority:

(i) To remit their advances to the Working Capital Fund, on time and in full, no later than 1 January 1998;

(ii) To pay their assessed contributions, on time and in full, by January 1998.

ANNEX I

Summary of resource requirements for the period from 1 January to 31 December 1998

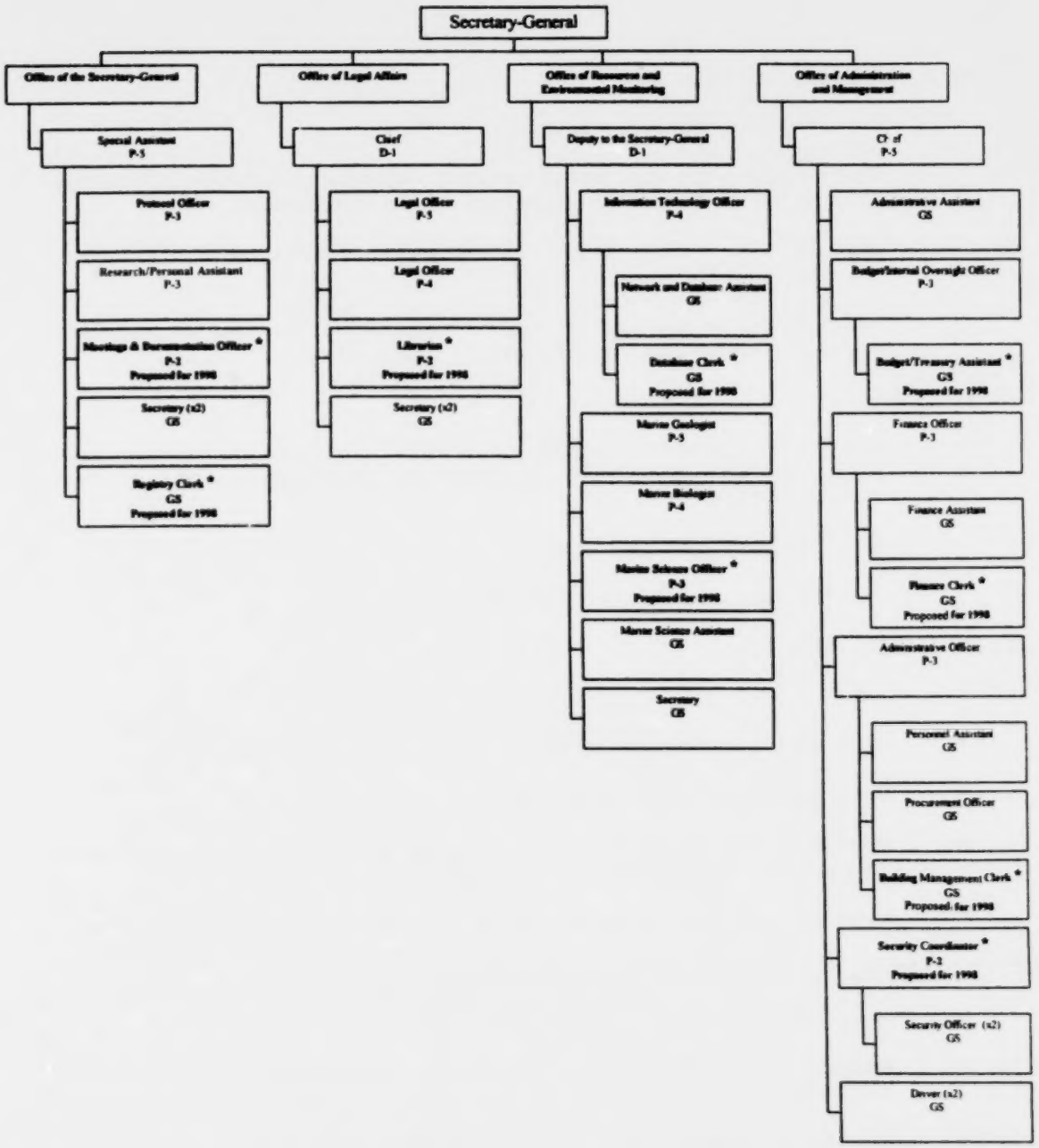
(Thousands of United States dollars)

		Amount
A.	Administrative expenses of the Secretariat	
	Established posts	1 696.2
	General temporary assistance	11.0
	Overtime	8.8
	Consultants	84.0
	Ad hoc expert groups	256.0
	Common staff costs	718.5
	Other official travel	65.0
	External printing and binding	30.5
	Rental and maintenance of premises	370.8
	Rental and maintenance of furniture and equipment	44.8
	Communications	60.0
	Official functions	10.0
	Miscellaneous services	16.5
	Supplies and materials	33.0
	Library books and supplies	55.0
	Acquisition of furniture and equipment	88.9
	Training and retraining	10.0
	Contingency	30.0
	Staff assessment	504.7
		4 093.8
	Income from staff assessment	(504.7)
		3 589.1
B.	Conference-servicing costs of the Authority	1 786.1*
	Total	5 375.2
Working Capital Fund		447.9
	Grand total	5 823.1

* Provisional estimate. The Office of Conference Services of the United Nations is still to provide the Authority with these costs. It should be noted that this amount includes temporary assistance for meetings, which was a separate item in the 1997 budget.

ANNEX II

Organization chart


Secretary-General
Office of the Secretary-General
Office of Legal Affairs
Office of Resources and Environmental Monitoring
Office of Administration and Management
Special Assistant P-5
Chief D-1
Deputy to the Secretary-General D-1
Chief P-5
Protocol Officer P-3
Research/Personal Assistant P-3
Meetings & Documentation Officer * P-2 Proposed for 1998
Secretary (x2) GS
Registry Clerk * GS Proposed for 1998
Legal Officer P-5
Legal Officer P-4
Librarian * P-2 Proposed for 1998
Secretary (x2) GS
Information Technology Officer P-4
Network and Database Assistant GS
Database Clerk * GS Proposed for 1998
Marine Geologist P-5
Marine Biologist P-4
Marine Science Officer * P-3 Proposed for 1998
Marine Science Assistant GS
Secretary GS
Administrative Assistant GS
Budget/Internal Oversight Officer P-3
Budget/Treasury Assistant * GS Proposed for 1998
Finance Officer P-3
Finance Assistant GS
Finance Clerk * GS Proposed for 1998
Administrative Officer P-3
Personnel Assistant GS
Procurement Officer GS
Building Management Clerk * GS Proposed for 1998
Security Coordinator * P-2 Proposed for 1998
Security Officer (x2) GS
Driver (x2) GS

* New posts for 1998.

ANNEX III

Summary of the generic functions of the nine additional posts for 1998

Office of the Secretary-General

1 P-2 Meetings and Documentation Officer

- Coordinates with the United Nations Office of Conference Services, for the servicing of the meetings of the Authority;
- Arranges the translation, printing and distribution of documentation;
- Deals with the publication activities of the Secretariat and the distribution of public information materials.

1 Registry Clerk

- Assists in the establishment of a records management system; ensures the timely and appropriate distribution of incoming correspondence; maintains files;
- Archives confidential data;
- Records of access to confidential data.

Office of Legal Affairs

1 P-2 Librarian

- Maintains a reference library;
- Deals with the required acquisition programme;
- Maintains liaison with other libraries and institutions whose work is relevant to the work of the Authority;
- Arranges for the establishment of electronic reference services.

Office of Resources and Environmental Monitoring

1 P-3 Marine Science Officer

- Assists in data validation for inputs to the Authority's technical database;
- Assists in establishing cooperative mechanisms with global and national organizations involved in marine scientific studies relevant to activities in the Area;

- Monitors marine scientific studies relevant to activities in the Area and assembles the findings of such studies in an integrated framework.

1 Database Clerk

- Assists in the establishment of the environmental and minerals databases and in the maintenance and continued development of the Information Technology System.

Office of Administration and Management

1 P-2 Security Coordinator

- Monitors the security situation and provides advice on security matters;
- Ensures sound physical security measures and access controls at the Headquarters of the Authority;
- Develops and implements: security and safety procedures to be followed by the staff of the Authority; contingency plans for fire, office evacuation, disaster recovery; emergency communications capability;
- Provides security briefing and training for staff, including residential security measures;
- Maintains liaison with host country security authorities to assist the host Government in providing for the security of the Authority;
- Ensures that the United Nations Security Plan for Jamaica meets the needs of the Authority.

1 Budget/Treasury Assistant

- Assists in the development and maintenance of a database to provide standard costing parameters for the preparation of budgets and/or cost plans;
- Assists in the preparation of budgets and performance reports, issuance of allotments and staffing-table authorizations, monitoring of expenditures and obligations;
- Prepares and transmits assessment letters to members of the Authority including follow-up;
- Processes assessed and voluntary contributions, monitors and prepares monthly reports on status of contributions;
- Receives and records all payments; effects all disbursements;

- Reviews bank accounts and reconciles monthly bank statements.

1 Finance Clerk

- Processes payments to vendors and contractors; processes travel claims;
- Records expenditures and obligations and assists in the preparation of consolidated statements of income and expenditure;
- Records collection of monies and other receivables due the Authority.

1 Buildings Management Clerk

- Deals with space and office accommodation planning;
- Assists in the supervision of contractual arrangements for buildings and grounds maintenance and minor alterations;
- Property management for all expendable and non-expendable supplies and equipment for buildings and grounds.